

# **Millennium Challenge Corporation**

## **STATEMENT OF WORK**

**DEPUTY RESIDENT COUNTRY DIRECTOR- Vanuatu**  
Personal Services Contractor

### **I. Introduction**

The Millennium Challenge Corporation (MCC) is a U.S. Government corporation whose mission is to provide assistance that will support economic growth and poverty reduction in carefully selected developing countries that demonstrate a commitment to just and democratic governance, economic freedom, and investments in people. MCC is an innovative, partnership-based approach to development assistance involving substantial resources and a high degree of consultation with a sharp focus on achieving measurable results with U.S. taxpayer resources.

### **II. Scope of Work**

MCC seeks to obtain the services of a fee consultant (the “Personal Services Contractor”) who shall perform the duties of a Deputy Resident Country Director, based in Port Vila, Vanuatu. The individual selected will be hired full-time under a personal services contract through Washington headquarters. MCC, by design, has a lean presence on the ground but a high degree of responsibility for large programs that are implemented by partner countries. As a result, members of MCC’s small Mission staff will need to be highly-skilled, flexible, and able to create structure from the ground up, have very sound and skilled independent judgment, and be tolerant of pressure and change.

### **III. Period of Performance**

MCC’s Compact with the Government of Vanuatu is limited to five years commencing April 28, 2006 and it is preferred that Mission staff have the ability to make a multi-year commitment. The period of performance for this Contract shall be eighteen months from the date of contract award with 3 optional one year extensions through the conclusion of MCC’s Compact term with Vanuatu.

The performance period of the contract is as follows:

Base Period	From date of contract award through Month 18
Option Period 1	Month 19 through Month 30
Further Option Periods	Month 31 onwards

### **IV. Tasks/Responsibilities/Requirements Include:**

The Deputy Resident Country Director (DRCD) will play a critical role in the Compact’s success as he/she assists the Resident Country Director (RCD) to provide ongoing guidance, advice, technical feedback, and support to MCA-Vanuatu on implementation, and to report regularly to MCC Washington. The DRCD will create systems, processes, and reports that facilitate ongoing monitoring and assessment of Vanuatu’s Compact implementation progress. The DRCD will help create effective relationships with

relevant government officials in Vanuatu, with MCC Washington staff, with other donors and the public and other stakeholders in Vanuatu, as well as with other U.S. agencies. At the direction of the RCD, the DRCD will assist with much of the day-to-day management of the MCC Resident Mission in Port Vila and arranging MCC staff and other official U.S. government missions. The DRCD will contribute to donor coordination and maintain information on other donor activities, donor and academic studies, and private sector experiences and approaches to the technical aspects of key sectors and activities reflected in the Vanuatu Compact. The DRCD also will identify and report to the RCD concerns or problems, present solutions, and track milestones and progress. This includes appropriate action such as program modifications based on Monitoring and Evaluation and impact evaluations. As part of the MCC Resident Mission, the DRCD will be knowledgeable about how the Compact fits within Vanuatu's national development strategies and other donor programs, and be able to provide advice to the Government of Vanuatu, the MCC and others. The DRCD will be expected to serve as the Acting RCD in the Director's absence subject to any applicable restrictions; including chairing high level meetings of senior U.S. government officials, senior foreign government officials, MCA program directors, Ambassadors, and Congressional Delegations (CODELs). The PSC shall not supervise MCC DH staff, or MCA-Vanuatu staff.

## **V. Services Provided**

The Millennium Challenge Corporation's (MCC's) Deputy Resident Country Director (DRCD) will provide direct substantive and managerial support to the Resident Country Director (RCD). The compact country has the primary responsibility for implementing the MCA program effectively. MCC's overseas staff plays an essential role in meeting MCC's fiduciary responsibility for U.S. taxpayer resources, its responsibility for monitoring and evaluating Compact implementation, and to deliver development results effectively. The DRCD will help the RCD to provide ongoing guidance, advice, technical feedback, and support to the MCA compact country on implementation, and to report regularly to MCC Washington.

The DRCD will help to create effective relationships with relevant government officials in the Compact Country, with MCC Washington staff, other donors and the public and other stakeholders in the Compact country, as well as with other US agencies. The DRCD will work to ensure delivery of administrative services through U.S. Embassy Port Moresby, MCC headquarters administrative staff and local banking facilities. The DRCD will help to prepare analytical, background, and public diplomacy materials, and assist with meetings and events, including outreach.

The incumbent will report to and be supervised by the RCD and MCC Washington Operations Department. The incumbent will also function as the Acting RCD in the Director's absence, subject to any applicable restrictions. The incumbent's pay grade and compensation level are based on the following: proven leadership and management skills; professional experience and past performance; job knowledge, skills and abilities; assigned level, salary history, scope and extent of responsibility; and education and training.

The roles and responsibilities of the DRCD include, but are not limited to, the following:

- Develop and make use of information sources, contacts, and analytical material to assist the RCD in regular monitoring and reporting to MCC Washington on Compact implementation by the MCA partner country.
- Work with MCA Vanuatu, the Department of Lands and Environment and other agencies and contractors to ensure that a public awareness campaign concerning project activities is developed and implemented, that consultations are held with affected communities, that environmental and social concerns are suitably addressed during project implementation and that communities are trained in project maintenance.
- Work with MCA Vanuatu and the National Statistics Office to ensure that a monitoring and evaluation program is carried out in accordance with the program design, and that the preliminary results of the program are reported upon in the regular progress reports of the program.

- Work with the Public Works Department, Government of Vanuatu to build their capacity to deliver transportation services in accordance with an implementation agreement and a service performance agreement forming key parts of the program.
- Work with MCA Vanuatu and the National Statistics Office to ensure that a monitoring and evaluation program is carried out in accordance with the program design and that the preliminary results of the program are reported upon in the regular progress reports for the program.
- Understand the details of the MCA partner country's Compact program activities, implementation processes and benchmarks, key documents and dates.
- Drawing on previous knowledge and experience and/or research relating to Vanuatu's existing donor programs, the incumbent identifies types of intervention options which would inject meaningful and timely results into program implementation.
- Assist the RCD to coordinate with MCA-Vanuatu and MCC Washington to achieve the timely delivery of such reports, plans, approvals, and agreements as may be required for program implementation.
- Carry out such activities as may be required, in concert with the RCD and MCC Washington staff, to ensure proper implementation of MCC's approvals and other internal control procedures, as well as to advance audit and impact evaluation efforts.
- Provide day-to-day management of LES staff, and of the MCC office in-country, in close coordination on administrative matters with relevant staff at post and/or MCC Washington, and as directed by the RCD.
- Assist the RCD, as needed, to recruit MCC LES staff stationed in-country, in accordance with approved MCC internal guidelines and procedures.
- Assist the RCD to manage, supervise, and report on MCC's in-country presence, including procurement, staffing, budgeting, financial and asset management needs, and to coordinate in-country visits by MCC staff and technical advisors and U.S. Embassy staff.
- Assist the RCD in providing oversight, feedback, and guidance to country officials with respect to the implementation of the Compact program.
- Develop and maintain information on other donor activities, donor and academic studies, and private sector experiences and approaches to the technical aspects of the Compact's key sectors and activities.

- Assist coordination between MCA-Vanuatu, the GoV, MCC Resident Mission, and MCC Washington on technical implementation issues, bringing to bear incumbent's own experience and expertise as appropriate.
- Anticipate and troubleshoot potential problems (including substantive or administrative issues) and track milestones and concrete progress on Compact implementation and suggest appropriate action such as program modifications, and engage on Monitoring and Evaluation and impact evaluations.
- Prepare and clear, as requested by the RCD, briefing papers, speeches, talking points, and reports on Compact implementation and issues related to MCC activities and approaches.
- Assist the RCD to respond to inquiries from the GoV, MCC Washington, Congress, other USG agencies, and MCC stakeholders in-country;
- Work with the U.S. Embassy in Port Moresby on all lease agreements, major office procurements and coordination of diplomatic rights in Vanuatu.
- Assist with organizing public outreach and representational events in-country relating to MCC activities and Compact implementation, including helping to represent MCC in interactions with CODELs, other donors, representatives of the local business community and civil society, and other interested parties in the country.
- Support the RCD's efforts to keep the Chief of Mission (COM) informed regarding MCC activities and developments in-country.
- Carry out such other roles and responsibilities and special projects related to MCC activities as may be delegated or requested by the RCD and MCC Washington.
- Formally act as the RCD when so delegated in case of the RCD's absence and/or incapacity.
- Represent the MCC in donor and other sensitive meetings where country strategy may be discussed, and USG policies represented, as delegated or as Acting RCD
- Review and make use of relevant classified information in the course of assessing and reporting upon Compact implementation, country performance, and results and impacts of Compact activities on poverty and growth.
- Assist with donor and civil society coordination and collaboration to assure that information is shared, that policies are understood and applied consistently, that programs/projects are implemented coherently, that lessons learned are considered and that strategies and program that prove particularly successful may be shared and replicated.

- Perform site visits and report on Compact implementation progress.

## **VI. Deliverable- Performance**

All services provided under this contract shall be done in accordance with overall organizational and mission goals set forth by the organization's Senior Staff. Individual contractor performance standards and objectives should be established and documented through a performance plan with his/her supervisor and submitted to MCC HR department.

The Personal Services Contractor will participate in MCC's performance planning process with their assigned supervisor and therefore will be considered for merit increases (including any MCC-wide "structural increase" / COLA adjustment) based on their performance rating as outlined in the MCC Performance Planning guidelines.

The review process takes place on an annual basis from their anniversary date of their contract. Individual awards are provided based on their supervisor's recommendation and then subject to the corporation's formula for allocating overall performance funds allotted by MCC's Department of Administration and Finance.

## **VII. Reporting Time/ Payment for Services**

PSCs will fill out a timecard in .pdf format and email it to their MCC supervisor. The supervisor is responsible for digitally signing the .pdf timecard and then emailing the signed timecard to the National Business Center (NBC) for payment processing. Finally, NBC processes the payment to PSC via the National Finance Center.

Inquiries regarding the status of invoices may be directed to NBC Accounting. The email address is: [MCC\\_Accounting\\_NBCDenver@nbc.gov](mailto:MCC_Accounting_NBCDenver@nbc.gov).

## **VIII. Confidentiality**

As a clause of this contract the Personal Services Contractor (PSC) will also be expected to adhere to the same ethics requirements as US direct hire employees and all locally employed staff members of MCC. In addition, the PSC is subject to the following provision relating to the protection and nondisclosure of proprietary and other confidential business material.

- (A) Confidential information, as used in this clause, means: (1) Information or data of personal nature, proprietary about and individual or (2) information or data submitted by or pertaining to an institution or organization, provided that such information in (1) and (2) does not include information which is, or which becomes, public or information which becomes known to the Contractor on a non-confidential basis from a third party source.
- (B) If it is established that information to be utilized under this contract is subject to the Privacy Act, the Contractor will follow the rules and procedures of disclosure

set forth in the Privacy Act of 1974, 5 U.S.C. 552a, and implementing regulations and policies, with respect to systems of records determined to be subject to the Privacy Act.

- (C) Confidential information, as defined in (A) (1) and (2) above shall not be disclosed without the prior written consent of the MCC.
- (D) Whenever the Contractor is uncertain with regard to the proper handling of material under the contract, or if the material in question is subject to the Privacy Act or is confidential information subject to the provisions of this clause, the Contractor shall obtain a written determination from the Contracting Officer prior to any release, disclosure, dissemination, or publication. Notwithstanding the above, information which is required to be disclosed by law or legal process shall not be included as confidential information.

### **IX. Performance Location**

The Contractor shall perform services at MCC office facilities located in the Port Vila, Vanuatu. In addition, work will also be performed at local MCA Headquarters and in the field at Compact project sites within Vanuatu.

MCC will provide the contractor with the necessary equipment to perform the duties as mentioned in this contract such as: a laptop computer, local cell phone, use of the MCC vehicle for official purposes only.

### **X. Evaluation Factors**

Candidates will be evaluated in accordance with the following factors:

1. Five to seven years of successful, recent professional experience including experience with on-the-ground implementation, oversight and/or management of business and/or international development programs or projects, including experience with information gathering, data analysis and preparing analytical reports regarding implementation, resource use and procurement, and economic and development impacts of investments and/or assistance is required.
2. Knowledge and Technical ability of management of international economic development and/or investment program/projects including procurement and disbursement procedures, fiscal accountability, and financial record keeping.
3. Working knowledge and demonstrable proficiency with analytical computer software applications relevant to evaluation of international development and/or investment program/projects such as Microsoft Word, Excel, Access, Powerpoint and Outlook.
4. Working experience in small island countries, the South Pacific or Vanuatu.
5. Ability to speak and write fluently in English and have a good working knowledge in Bislama. French language is desirable but not required.
6. Ability to travel within Vanuatu, operate a motor vehicle and other office equipment.

## 7. Billing Rates

### **XI. Proposal Submission Guidelines**

Interested applicants should submit by email to [benjaminka@mcc.gov](mailto:benjaminka@mcc.gov) the following package: a resume (5-page limit) and a brief cover letter: 1) describing experience in managing development projects and personnel; 2) containing three professional references; and 3) proposing the proposed consultancy rate for the first eighteen months and subsequent time period on an hourly basis to include salary history during the past 3 years. The contractor will be responsible for his/her own housing, personal travel, health, education, retirement and other personal expenses. Please include “VANUATUDRCD-Personal Services Contractor” in the subject line of your email and indicate the publication wherein you saw the advertisement. The deadline for responding to this announcement is September 30, 2006.

### **MANDATORY REQUIREMENTS**

- Success in completing a local security and suitability Investigation and pre-employment medical clearance
- Fluent in spoken and written English.
- A good working knowledge in Bislama is required.
- If you are a U.S. male citizen applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

### **GENERAL REQUIREMENTS FOR THIS POSITION**

- At least five to seven years of successful hands-on business and/or international development experience.
- Demonstrated high level of initiative, creativity, problem-solving and flexibility
- Significant experience in negotiating, implementing and managing complex activities in a team environment.
- The ability to prepare and comprehend financial, budgetary, economic, and/or technical analyses and evaluations would be highly desirable.
- Proven ability to work in a team and manage a staff in a cross cultural setting.
- Strong written and oral communication skills in English; a good working knowledge in Bislama.



## **SPECIALIZED REQUIREMENTS FOR THIS POSITION**

- The DRCD should have significant transaction experience and a management background, such as experience in the private sector, a development organization such as the World Bank, an international NGO, an international commercial bank, the U.S. Foreign Service, the U.S. Foreign and Commercial Service or similar international development entity.
- Knowledge of the principles, concepts, and methodology involved in the development, implementation, management, and evaluation of international development and/or investment program/projects.
- Management experience in a team setting; experience in researching and preparing effective communications and reports assessing and describing program/project progress.
- Five to seven years of successful, recent professional experience including experience with on-the-ground implementation oversight and or/management of international development and/or business programs or projects, including experience with data analysis and in preparing analytical reports regarding implementation, resource use and procurement, and economic and development impacts of investments and/or assistance is required.
- Past experience living and working overseas in a developing region at a senior level is highly desirable.
- Background in conducting program oversight and management to include experience in the analysis and interpretation of data, and in the preparation of analytical reports regarding implementation and impacts of investments and/or assistance is highly desired.

## **EDUCATION**

An advanced degree in economics, anthropology/sociology, international development, engineering, business administration or accounting is desirable. A bachelor's degree is required.